

1986 JUN 25, PM 2: 50

Georgia Department of Education Office of Administrative Services

Twin Towers East Atlanta, Georgia 30334

Werner Rogers State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr. Associate State Superintendent

MEMORANDUM

T0:

Arvil Ensley

Budget and Accounting Officer

Board of Postsecondary Vocational Education

FROM:

Vickie Oakes. O.

Records Management Officer Department of Education

Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	81-178	81-192
81-71	81-179A	81-226
81-108	81- <u>180</u> A	

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

- 76-RM-1 "Scheduling Procedures"
- 2. 82-RM-2 "Finance and Fiscal Files Supplement"
- 3. 82-RM-4 "Statewide Commons Supplement"
- 79-RM-1 "State Records Services Handbook"

file arrangement?



AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	•	FOR RECORDS MANAGEMENT USE			
Application Date	Department of Education		Application Number	^		
	Office of Vocational Education			80-A		
Application Number	Division of Vocational Program M	anagement		Date Completed		
	Atlanta, Georgia		APR 3 1981	APR 1 6 1981		
2. Person to Contact	Working T			Telephone Number		
Ray Greeson	Regional Dir	ector		656-2550		
	Schedule; record will continue to accumulate. cumulation; no further accumulation anticipated	•				
	No81-180Check One: MacChange;		de; 🗆 Void			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used	in office; if di	ifferent)			
1978 To Date	Request for Approval of Equipme	nt Purchae	se Files	1		
6. Division and Office Function		the Office in	which this record se	ries is created?		
	•					
No Charge						
No Change				•		
;						
	• • • • • • • • • • • • • • • • • • •		•			
7. Record Series Description	This file contains the following documents (in Attach samples of the file.	nclude form nu	umbers and titles, if	any):		
Documents relating to:			-			
			•			
Included are:	•					
HIGUUSU ais .		e.				
	No Change		-			
			·			
• •						
Eile is appropriate						
File is arranged:						
O Monthly Deference Des	How often are records referred to which a	re:				
8. Monthly Reference Rate	How often are records referred to which a		to twenty-four mont	ths old		
	•					
twenty-five months and olders. 9. Annual Rate of Accumulation	er? on of Records	<u> </u>				
			; Other (specify)			
Letter-size drawers; Shelves; Other (specify)						

(Over)

ES NO	10. Questionnaire		in the proper co	olumn)			<u> </u>
1					· · · · · · · · · · · · · · · · · · ·		
<u>x</u>	a. Is this the office If not, where is		series?				
X	b. Does the series	contain confide	ential information	n requiring se	ecurity handling? If y	es, cite law or regula	tion.
X	c. Is this a vital re		;				Ş.
$\overline{\mathbf{x}}$	a. 2000 time oction					•	
X	1	vo documents ir scheduled separa		necessary to	keep the entire file fo		
$\frac{1}{x}$				oublished?	If yes, attach copy.	<u></u>	
	N. F.		-		or recorded in a sumn	narized report?	
X	If yes, attach c	op <u>y.</u>			· · · · · · · · · · · · · · · · · · ·		
$_{x}$			ries in your offic of Vocation		her öffice or agency?		
$\frac{1}{x}$					}		
X		- ·					
1. Reter	ntion Requirements	The	following requir	es the series	to be kept:		
				و ا	Assalta manifesal		
	tate Law tatute of limitation		years. years.	>	Audit period Administrative need		years.
-	ederal law		years.		Federal retention instr		
		_					
Atta	ch copy or excert of la	ws or regulation	ns. Explain admi	nistrative në	ed.	•	•
			•			3.1	i transfer de la companya del companya del companya de la companya
2. Appr	roved Disposition Insti	ructions Thi	s agency recomm	ends that th	e file series be cut off a	at the end of each:	
	·	·	Calandar Vaari 17	Tr Eissel Vas	r; 🗆 Other		then,
□ T ©a T	lold in the current file ransfer to local holdin ransfer to State Recor	s area g area; hold	_month(s) year(s)	2 year			
T EQ T EQ D EQ T D	ransfer to local holdin ransfer to State Recor Pestroy. ransfer to State Archi	s area g area; hold ds Center; hold	_month(s) year(s) 4yea	2 year			
T EXI D EXI T E	ransfer to local holdin ransfer to State Recor Jestroy	s area g area; hold ds Center; hold	_month(s) year(s) 4yea	2 year			
	ransfer to local holdin ransfer to State Recor Pestroy. ransfer to State Archi	s area g area; hold ds Center; hold	_month(s) year(s) 4yea	2 year			
T D Q D D	ransfer to local holdin ransfer to State Recor Pestroy. ransfer to State Archi	s area g area; hold ds Center; hold	_month(s) year(s) 4yea	2 year			
	ransfer to local holdin ransfer to State Recor Pestroy. ransfer to State Archi	s area g area; hold ds Center; hold	_month(s) year(s) 4yea	2 year		,	
T D Q Q D D	ransfer to local holdin ransfer to State Recor Pestroy. ransfer to State Archi	s area g area; hold ds Center; hold	_month(s) year(s) 4yea	2 year			
T D Q D D	ransfer to local holdin ransfer to State Recor Pestroy. ransfer to State Archi	s area g area; hold ds Center; hold	_month(s) year(s) 4yea	2 year		,	
	ransfer to local holdin ransfer to State Recor Pestroy. ransfer to State Archi	s area g area; hold ds Center; hold	_month(s) year(s) 4yea	2 year			
	ransfer to local holdin ransfer to State Recor Pestroy. ransfer to State Archi	s area g area; hold ds Center; hold	_month(s) year(s) 4yea	2 year			
	ransfer to local holdin ransfer to State Recor Pestroy. ransfer to State Archi	s area g area; hold ds Center; hold	_month(s) year(s) 4yea	2 year			
	ransfer to local holding ransfer to State Recor Pestroy. ransfer to State Archi Other <i>(Specify)</i>	s area g area; hold ds Center; hold ves for permane	year(s) 4yeant retention.	then (s); then	(s); then		
	ransfer to local holdin ransfer to State Recor Pestroy. ransfer to State Archi	s area g area; hold ds Center; hold ves for permane	year(s) 4yeant retention.	then (s); then	(s); then		
Thes	ransfer to local holding ransfer to State Record Pestroy. Transfer to State Architother (Specify) See instructions apply to	g area g area; hold ds Center; hold ves for permane	year(s)	then (s); then	ries.		Deta
Thes	ransfer to local holding ransfer to State Recor Pestroy. ransfer to State Archi Other <i>(Specify)</i>	g area g area; hold ds Center; hold ves for permane	year(s) 4yeant retention.	then (s); then	ries.	Nignature)	Date
Thes	ransfer to local holding ransfer to State Record Pestroy. Transfer to State Architother (Specify) See instructions apply to	g area g area; hold ds Center; hold ves for permane	year(s)	then (s); then	ries.	Nignature)	Date 3-3/-8/
□ T □ C	ransfer to local holding ransfer to State Record Pestroy. Transfer to State Architother (Specify) See instructions apply to	g area g area; hold ds Center; hold ves for permane	year(s)	then prices; the seconds of the second	ries. Ianagement Officer (Sur L. Baur	Signature)	
Thes	ransfer to local holding ransfer to State Record Pestroy. Fransfer to State Archivether (Specify) See instructions apply to the record pesigned (Signature Control of the Pesigned Control of the Pes	g area g area; hold ds Center; hold wes for permane	month(s)year(s)4yearnt retention.	then prices; the seconds of the second	ries.	Signature)	3-31-81
Thes	ransfer to local holding ransfer to State Record Pestroy. Transfer to State Archive (Specify) The (Specify) The designed (Signature of Signature) The designed (Signature of Signature) The designed of Signature of Signatur	g area g area; hold ds Center; hold wes for permane	year(s)	then prices; the seconds of the second	ries. Ianagement Officer (Sur L. Baur	Signature)	3-31-81
These Agency F	ransfer to local holding ransfer to State Record Pestroy. Transfer to State Archivether (Specify) See instructions apply to lead Designee (Signature approved. The approved. The approved. The approved approved approved approved.	s area	month(s)year(s)4yearnt retention. Date pate ftor/Designee	then prices; the seconds of the second	ries. Ianagement Officer (Sur L. Baur	Signature)	3-31-81
Thes Agency F	ransfer to local holding ransfer to State Record Pestroy. Transfer to State Archivether (Specify) See instructions apply to lead Designee (Signature approved. The approved. The approved. The approved approved approved approved.	s area	month(s)year(s)4yearnt retention.	then prices; the seconds of the second	ries. Ianagement Officer (Sur L. Baur	Signature)	3-31-81 Date 4-13-81
Thes	ransfer to local holding ransfer to State Record Pestroy. Fransfer to State Archivether (Specify) See instructions apply to the record pesigned (Signature Control of the Pesigned Control of the Pes	g area g area; hold ds Center; hold wes for permane	month(s)year(s)4yearnt retention.	then prices; the seconds of the second	ries. Ianagement Officer (Sur L. Baur	Signature)	3-31-81
Thes Agency F Recommeraph 12 If disapp	ransfer to local holding ransfer to State Record Pestroy. Transfer to State Archivether (Specify) See instructions apply to lead Designee (Signature approved. The approved. The approved. The approved approved approved approved.	s area	month(s)year(s)4yearnt retention. Date pate ftor/Designee	then prices; the seconds of the second	ries. Ianagement Officer (Sur L. Baur	Signature)	3-31-81
Thes Agency F Recommeraph 12 If disapp	ransfer to local holding ransfer to State Record Pestroy. Transfer to State Archivether (Specify) See instructions apply to lead Designee (Signature approved. The approved. The approved. The approved approved approved approved.	s area	month(s)year(s)4yearnt retention. Date pate ftor/Designee	then prices; the seconds of the second	ries. Ianagement Officer (Sur L. Baur	Signature)	3-31-81



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE				
Application Date	Department of Education	Application Number				
	Office of Vocational Education	61-180				
Application Number	Division of Vocational Program Managemen	Date Received Date Completed				
	Atlanta, Georgia	MAR 2 1981 MAR 1 1 1981				
	101 11. 12.1	<u> </u>				
2. Person to Contact	Working Title	Telephone Number				
Ray Greeson	Regional Director	656-2550				
3. Action Requested	Sahadula shaqid will aqasinus ta aqayesidata					
	Schedule; record will continue to accumulate.					
		te: 🗆 Void				
c. Amend Application 4. Dates of Series	5. Records Series Title (followed by title used in office; if di					
Earliest Latest	Postsecondary Vocational Education	- "				
1978 Present	•	reshana Edlar				
1978 Present 6. Division and Office Function		which this record series is created?				
	tional Program Management provides direction					
for development and	delivery of Vocational Education; coordinate	tes with local school				
systems and the fede	ral government in all areas of vocational	education including budget				
preparation; allocate	es grant funds and approves disbursement;	provides technical				
	n development; provides liaison and coordi					
management of vocati	onal programs; recommends certification sta					
activities.		·				
	the second second					
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):				
	proving requests for equipment purchases an funds available for equipment purchases.	nd maintaining balances				
Included are: (DE Form 0101), "Request for Approval of Equipment Purchase", DE Form 0101 Registers File, and related correspondence.						
registe	is rife, and related correspondence.					
	·					
* .		2				
File is arranged Ob1	and caller has Princed Warms at 1 1 1 1 1	. A 2 - 11 1 - 1				
i ile is altaliged. CDLODOT	ogically by Fiscal Year; thereunder alphabe	etically by system name.				
O Manthly Defenses Det	How often are records referred to which are:					
8. Monthly Reference Rate		a twenty four months old				
	; Seven to twelve months old; Thirteen t	o twenty-rour months old;				
twenty-five months and old	er?					
9. Annual Rate of Accumulati						
Letter-size drawers1	; Legal-size drawers; Shelves;	Other (specify)				
AR-50-71; Rev. 76	(Over)					

YES	NO	10. Questionnaire	(Place an "X	" in the proper ∞	lumn) •				1
Χ		a. Is this the official copy of the series? If not, where is it?							
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation,							
	X		Is this a vital record?						
<u> </u>	X		e or two documents in the file make it necessary to keep the entire file for a long period, could these						
	х				necessary to	keep the entire t	tile for a long peri	od, c ould t	hese
	X documents be scheduled separately? X to Is the information contained in this series ever published? If yes, attach copy,								
	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? X If yes, attach copy.								
χ	Ωţ	Ih. Is there a dupli	uplication of this series in your office, or in another office or agency?						
	x	· · · · · · · · · · · · · · · · · · ·		on of it) regularly					
	<u> </u>	j. Does the record	<u>l series result ir </u>	a computer print	out?				
117.	Keteni	tion Requirements	⊸r 1 ho	e following require	es the series	to be kept:			
	a. Sta	te Law		years.	d.	Audit period			•
		tute of limitation		years.		Administrative n			years.
	c. rec	deral law		years.	·	Federal retention	instructions _		years.
	Attach	copy or excert of la	ws or regulatio	ns. Explain admir	iistrative ne	ed.	-		ν.
				:	-	٠,			
		· · · · · · · · · · · · · · · · · · ·						· Ē	+ (
	<u> </u>							: 	
12.	Appro	ved Disposition Instr		s agency recomme				each:	
			Ц	Calendar Year; 🛚	Fiscal Yea	ir; U Otner			then,
		ld in the current files				(s); then			
		ansfer to local holding ansfer to State Record							
		stroy,	33 Octives, 11010	ycar	(3), (11011				
		insfer to State Archiv	es for permane	nt retention.	ι				
	□ Oti	her <i>(Specify)</i>		τ					
	•				į.				
					•		<u>.</u>		
				•			, '		
		•			1	ूँ ग	. •		
								ï	
					•				• •
		-						•	•
		- ,						-	i
	These instructions apply to all prior and future accumulations of the series.								
Ager	icy He	ad/Designee (Signat	ure)	Date	Records N	Management Offic	er (Signature)		Date
18 h. G. Lariscey 3-2-81			Wa	lker L.	Baumge	erdner	3/2/81		
_					St	ate Records Com	mittee (Signature	e)	Date
grapi	h 12 ar	idations in para- re approved.	State Aud	tor/Designee	1	~~~	A	~	3-11-81
	isappro oplanat	oved, attach letter tion.)	Secretary	State/Designee	P	uralo	Her	1	3-10-81
			Attorney G	neral/Designee		11/1/	. 1/	<u></u>	3-11-81

AR-50-71; Rev. 76

(Reverse Side)